

| PERFORMANCE CATEGORIES FOR <u>WORKERS</u> AND <u>WORKING SUPERVISORS</u> | | Exceeds | Meets | Does Not Meet | SUPERVISOR'S COMMENTS |
|---|--------------------------|--------------------------|--------------------------|---------------|-----------------------|
| CHECK ADDITIONAL CATEGORIES BELOW IF APPLY TO EMPLOYEE | | | | | |
| <input type="checkbox"/> COMMUNICATION <u>Worker</u> Usually: demonstrates oral and/or writing skills as required for the job. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 6 ----- <u>Working Supervisor</u> Usually: demonstrates oral and/or writing skills as required for the job; and/or demonstrates open communication by sharing information and encouraging subordinate participation/feedback. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> JOB KNOWLEDGE Usually: demonstrates knowledge of theoretical, practical, and/or routine aspects of present job in accordance with work expectations; works with minimal direction; applies the correct instructions, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 7 guidelines, policies, procedures, and rules to assigned work; remains up-to-date on current trends in the profession; offers ideas, concepts, techniques, and/or creative solutions; and/or seeks new approaches to simplify and/or improve procedures, techniques, and processes. | | | | | |
| <input type="checkbox"/> PROBLEM SOLVING & DECISION MAKING Usually: identifies and clearly defines problems as they arise; accumulates and analyzes relevant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 8 information; uses discretion/judgement to select workable solutions to problems; presents alternative solutions when making recommendations; and/or gets opinions of others, when needed. | | | | | |
| <input type="checkbox"/> PLANNING, ORGANIZATION, SETTING PRIORITIES Usually: prioritizes assignments satisfactorily to minimize crisis situations; shows foresight to | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 9 prevent potential problems and works in contingencies when making short- and/or long-term plans; proposes and reviews benchmarks to monitor work progress and makes work plan adjustments as needed; and/or follows up on assignments. | | | | | |
| <input type="checkbox"/> OTHER (Add, if needed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 10 | | | | | |
| ALSO COMPLETE CATEGORIES BELOW FOR WORKING SUPERVISOR | | | | | |
| SUPERVISION Usually: monitors work unit progress; provides adequate direction, training, and coaching to staff; takes/recommends the appropriate corrective and/or | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 11 disciplinary action when needed; provides needed help and/or training for employees with performance problems; encourages career growth for staff members; and/or provides equal opportunity/treatment in all aspects of supervision. | | | | | |
| APPRAISING SUBORDINATES Usually: follows performance appraisal policies, guidelines, and procedures; communicates performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 12 expectations at the beginning of the rating period; oversees and monitors employee performance; and/or rates subordinates (or recommends ratings) objectively, on time, and on work expectations. | | | | | |